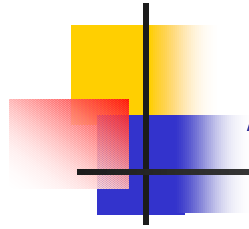


Work Schedule Options Implementation

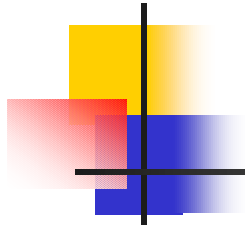


Briefing for Employees



Agenda - Work Schedules

- Background
- Overview of GLPG
- Traditional Tours
- Special Tours
- Irregular Tours
- Maxiflex Tour
- Responsibilities
- Key Information



Background

- Why Revamp Work Schedule Options?
 - Needed to Revise Glenn Instructions
 - Center-Wide Consistency
 - Multicultural Advisory Board Recommendations
 - Balance Work-Family Demands



Background

- Process Used
 - Considerations
 - AFGE Agreement on Maxiflex
 - OPM Regulations and Guidance
 - Agency Information
 - Time and Attendance System Limitations
 - Costs
 - Drafted Work Schedules GLPG
 - Formal Negotiations with IFPTE & Consultation with AFGE
 - Finalized GLPG 3610.1
 - Reached Agreement on MOU with IFPTE



Overview of GLPG 3610.1

- Tours of Duty
- Assignment to Tours of Duty
- Lunch Periods
- Part-Time & Intermittent Work Schedules



Overview of GLPG 3610.1

- Tours of Duty Established
 - 3 Traditional Tours
 - 8:00 – 4:30
 - 8:15 – 4:45
 - 8:30 – 5:00
 - 2 Irregular Tours
 - Unlimited
 - Limited
 - Special Tours
 - Maxiflex - replaces Flexitime



Overview of GLPG 3610.1

- Assignment to Tours of Duty
 - All Non-SES employees (unless assigned to another tour) – Maxiflex
 - All Non-SES Flexitime employees will be changed to Maxiflex on November 5, 2000
 - All Non-SES irregular tour employees will be change to Maxiflex on November 19, 2000 unless notification is received in writing by Nov. 17 that they should remain on irregular tour
 - All SES employees - Irregular Tour



Overview of GLPG 3610.1

- Travel

- Arrange travel times during official business hours to greatest extent possible
- Travel days should follow traditional tour hours of 8:00 a.m. - 4:30 p.m.
- While at TDY site employee is expected to conform to operational needs of TDY site



Overview of GLPG 3610.1

- Tour of Duty Request and Authorization
 - C-4024 - to place employee on irregular tour, special tour or traditional tour
 - Memorandum - to change employee to Maxiflex from another tour
 - C-4024 need not be completed
 - to change work schedule FT to PT (use SF-52)
 - if previous C-4024 had ending date
 - if organization approved for specific tour
 - temporary work schedule change of less than 2 pay periods (reassigned hours)



Overview of GLPG 3610.1

- C-4024 completed and approved by Division Chief
- Forwarded to OHR
 - approvals to payroll/requesting office
 - disapproval back to requesting office
- Requesting official notifies immediate supervisor
- Immediate supervisor notifies employee and timekeeper
 - ensures employee given 2 weeks notice unless extenuating circumstances
 - safety/security requirements are met if solitary duty assignment



Overview of GLPG 3610.1

- Lunch Periods - unpaid, free time in which employee is relieved from duty
 - Must take 30 minute lunch if works 7 or more hours
 - Lunch band - 11:00 a.m. - 1:00 p.m.
 - Employees may opt for extended lunch
 - Tours of duty without a lunch period may be authorized to meet work needs



Overview of GLPG 3610.1

- Supervisors are authorized to:
 - Establish set lunch period to meet needs - normally with advance notice (2 weeks)
 - Approve deviations to normal lunch band
 - Allow longer than 2 hour lunch period



Overview of GLPG 3610.1

■ Part-Time Work Schedules

- Will be established when can be done without adversely affecting mission
- Maxiflex applies (except core hours) unless fixed schedule is needed
- Increase/decrease in hours without mutual agreement must be done via RIF
- Agreed changes documented by
 - permanent changes - SF-52
 - temporary
 - memo
 - time and attendance record
- OHR counsels employee on impact to benefits



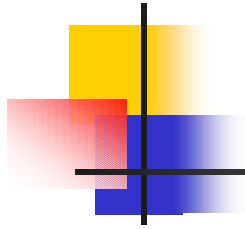
Overview of GLPG 3610.1

- Intermittent Work Schedules
 - When work requirements cannot be regularly scheduled in advance
 - Maxiflex hours apply for days employee is on duty -- credit hours cannot be earned by intermittent employees



Overview of GLPG 3610.1

- Establish Part-Time/Intermittent schedules by
 - Director of/Staff Office Chief submitting SF-52 to OHR
 - Part-time SF-52 must include days of week & hours in day
- Part-time/Intermittent schedules cannot be established by approving intermittent leave without pay for extended period (more than 90 days - if not FMLA)



Traditional Tour of Duty

- Basic Work Week fixed at Monday - Friday
- Basic Work Requirement
 - 8 ½ hour day (with 30 minute lunch period)
 - 40 hour work week
 - 80 hour pay period



Special Tour of Duty

- Fixed Schedule with work hours, work days and non-work days determined by needs of the Center (Example: Shifts)
- Established when:
 - Necessary to meet the unusual or special needs of the Center and
 - Other established tours are not adequate
- Unions must be notified through Labor Relations when new Special Tours are to be established



Irregular Tour - "First 40"

- Authorized by Regulation when **impracticable** to prescribe regular schedule of definite hours of duty for each work day of work week
- **Not** a Flexible Work Schedule
- Basic Work Requirement
 - 40 hours per week
 - Over not more than 6 days



Irregular Tour - "First 40"

- Eligibility
 - Full-Time Employees **Are Eligible**
 - Non-Exempt and Part-Time Employees are **Not Eligible**
- Types
 - Unlimited – can't prescribe regular schedule and work requires employee be present between 6 p.m. and 6 a.m.
 - Limited – can't prescribe regular schedule but work can be accomplished between 6 a.m. and 6 p.m.



Irregular Tour - "First 40"

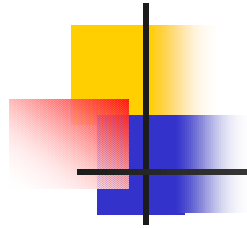
- Justification

- Temporary situation – for personal reasons if
 - Doesn't interfere with accomplishment of work
 - Additional costs will not be incurred
 - Will not involve payment of premium pay solely because of tour
 - Situation cannot be accommodated using another tour
- Permanent situation
 - Work demands of the Center REQUIRE the tour
 - Without tour there will be significant additional costs
 - Adverse affect on ability to carry out assigned functions or
 - Adverse impact to personal life of employee



Irregular Tour - "First 40"

- Employee expected to work hours consistent with organizational unit
 - should deviate only when job or personal circumstances (if approved for that reason) dictate
 - Supervisors may prescribe and direct start time or work hours to meet specific need and will normally provide advance notice (usually 2 weeks)



Irregular Tour - "First 40"

- Record time in 15 minute increments
- Additional hours of officially ordered and approved duty in excess of 40 hours is overtime
- Night pay differential is paid when work is required to be performed between 6 p.m. and 6 a.m. if needed to meet 40-hour work requirement



Maxiflex Tour of Duty

- Maxiflex
 - Is a type of Flexible Work Schedule
 - Provides flexible hours of duty
 - Allows for earning and using of credit hours to vary the number of hours worked in a given work-day or work-week



Maxiflex Tour of Duty

- Basic Work Requirement
 - FT - 80 hours per pay period
 - PT - as specified on SF-50
 - Must be worked between 6:00 a.m. - 6 p.m.



Maxiflex Tour of Duty

- Core Hours - hours an employee must be present for work
- FT - 9:30 - 2:30
- PT - exempt from core hour requirement
- Exception to meeting core hour requirement may be made by supervisors on case-by case basis



Maxiflex Tour of Duty

- Credit Hours – Defined
- Hours an employee elects to work in excess of basic work requirement
- Differs from overtime because not officially ordered and approved in advance by management



Maxiflex Tour of Duty

- Credit hours earned
- Employee's option
 - must keep supervisor informed
 - must be actual work to perform
 - can't be earned while in travel status
 - supervisors may restrict if no actual work to be performed



Maxiflex Tour of Duty

- Credit hours earned
 - Between 6:00 a.m. - 8:00 p.m. Monday - Friday without prior approval
 - Between 6:00 a.m. - 6:00 p.m. Saturday
 - With prior supervisory approval
 - Disapproval will be based on valid business reasons



Maxiflex Tour of Duty

- Credit hours carry over
- May be carried over for an indefinite period
- Limitation
 - FT - no more than 24 hours from one pay period to another
 - PT - no more than 1/4 hours of biweekly work requirement
- Any over limit will be forfeit



Maxiflex Tour of Duty

- Credit hours used
- Request to use in same manner to request leave
- Supervisor approves unless will adversely impact accomplishment of work or mission
- Documented on time and attendance record



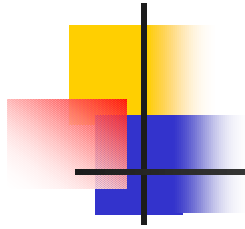
Maxiflex Tour of Duty

- Pay for credit hours
- **Only** if employee is no longer subject to Maxiflex
- Payment for accumulated credit hours is limited to carry over limitation



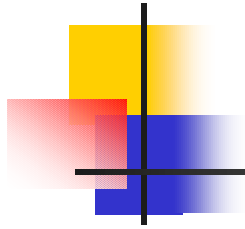
Maxiflex Tour of Duty

- Employees must accurately record time
 - start/stop times
 - extended lunch periods out/in
 - credit hours worked/used
- Supervisors may prescribe/direct start time or work hours as necessary - normally with advance notice
- Misuse or ineffective use may result in
 - disciplinary action
 - placement on different tour



Employee Responsibilities

- Adhering to requirement of assigned tour of duty
- Ensuring work responsibilities are met including being available for necessary meetings
- Accurately recording time
- Notifying Supervisors when leaving Center (except for lunch)
- Requesting a change to tour of duty in accordance with GLPG



Supervisor Responsibilities

- Ensuring adequate coverage during all official business hours (8 - 4:30 Mon - Fri)
- Accommodating employee requests for work schedule changes if they do not
 - interfere with mission requirements
 - result in additional costs



Supervisor Responsibilities

- Follow union agreements
- Ensuring employees adhere to requirements of tour of duty assigned
- To ensure mission is accomplished may need to
 - direct a work schedule
 - establish set lunch periods
 - change a planned Maxiflex schedule
 - approve temporary changes to tours of duty
 - approve deviations to core hour/lunch period
 - normally give advance notice



Supervisor Responsibilities

- Establish internal procedures for an employee to request the use of credit hours or deviations to lunch periods/core hours
- Approving requests to earn credit hours on Saturday and to use credit hours
- Schedule meetings/conferences
 - within established business hours when feasible
 - provide advance notice when scheduled outside business hours
- Notify Labor Relations when considering a special tour



Key Information

- GLPG 3610.1
- IFPTE MOU on Work Schedules
- Union agreements
- Frequently Asked Questions on Maxiflex
- Contacts
 - Lori Pietravoia - OHR 3-2506
 - Christine Root - FMD 3-2571



Web Sites

- NASA Online Directives Information System (NODIS)

<http://nodis.hq.nasa.gov/>

- OHR web site

<http://www.grc.nasa.gov/WWW/OHR/>

- FMD web site

<http://fmd.grc.nasa.gov/>